

Town of Fairfax



12 Buck Hollow Road
Fairfax, VT 05454
(802) 849-6111

Request for Proposals Town of Fairfax Water & Wastewater Extension

I. Introduction

The Town of Fairfax is soliciting Proposals from Engineering teams to plan, design, and provide construction inspection for the extension of approximately 1500 feet of municipal water line and 7500 feet of municipal wastewater line to service a commercial property located at 293 Fletcher Road in Fairfax, VT. This Request for Proposal represents the requirements for an open and competitive process.

II. Project Background & Description

The Town of Fairfax is located in Franklin County, Vermont, and has an approximate population of 4700. The Town has municipal water and sewer service that primarily serves the Designated Village area of the Town. In 2017, Runamok Maple, a local forest-industry enterprise, purchased an industrial property located at 293 Fletcher Road, which is currently operational while undergoing improvements to retro-fit the facility to their production needs. The extension of municipal utility services to this facility will help bolster local industry and create the potential for considerable area job growth. The project will be located within the Town Right-Of-Way along Fletcher Road.

Municipal water service is currently located on Fletcher Road, approximately 1500 feet from the west of the Runamok Maple facility. The municipal service consists of an 8-inch water main which is served from the Town of Fairfax Water Treatment and Storage Tank Facility located at 169 Fletcher Road. Flow and pressure to Fletcher Road is provided from two 197,000 gallon above-ground storage tanks, a domestic booster system, and a fire protection pump. To connect Runamok Maple to the municipal system, the proposed components include:

- **Water Main:** A new water main will be connected to the Fairfax main located on the south side of Fletcher Road. Approximately 1500 linear feet of pipe will be required to connect to the facility.
- **Meter Vault:** A proposed meter vault is anticipated at the Fletcher Road right-of-way limits. The meter vaults will consist of a pre-cast concrete vault to house a flow meter used for water tracking and billing purposes.
- **Fire pump:** Based on improvements at the destination facility, upgrades to the municipal fire pump will be required. Minimum values of gallons per

minute and psi pressure at finished floor shall be determined and made available at pre-bid meeting on February 3, 2020.

Municipal sewer service is located along Fletcher Road approximately 7500 feet to the west of the Runamok Maple facility. An existing sewer manhole is located under the pavement at 52 Fletcher Road and has a termination stub for future connections. Proposed components for the extension of the municipal system will include:

- Existing Pump Station Improvements: There is an existing sewer pump station located at the Runamok Maple facility that conveys on-site sewage to an in-ground disposal field. The existing pump station will be retro-fit or replaced (pending final design and proposed pump sizing), and discharge to a forcemain that will be routed from the facility to Fletcher Road. Electrical upgrades to the pump station are also required.
- Maple Street Pump Station Review: A review of the Maple Street Pump Station operated by Town shall be included to determine if any upgrades will be required in order to accept the increased volume from the anticipated added discharge from the Runamok facility.
- Sewer Forcemain: The forcemain will extend below grade from the on-site pump station to the municipal gravity sewer collection limits located at the intersection of Fletcher Road and Boissoneault Road. In order to maintain minimum isolation distances from water infrastructure, the sewer forcemain will be located on the north side of Fletcher Road.
- Air Release/Cleanout Vaults: Due to the topography of the forcemain alignment, pre-cast concrete vaults will be spaced at intervals. The two functions of the vaults will be to release air and assist in cleanouts of the forcemain. The quantity and location of these vaults are to be finalized during the design process.

The intention for this project is to be a straightforward design-bid-build operation. The Town of Fairfax is seeking an Engineer to execute a project design, assist with permit acquisition and construction bid processes, and supply construction administration/inspection for the duration of the project. This project will utilize Federal funding as well as other private funds. Therefore, Equal Opportunity requirements in compliance with U.S. HUD 24 CFR, Part 8, nondiscrimination based on handicap; Davis-Bacon wage rates will apply.

III. Scope of Work

The scope of work sought through this request will include:

- Schematic Design Development of utility extensions (60%, 90% phases of project design)
- Civil Engineering Support
 - The Town seeks a firm that will provide surveillance of project construction to assure compliance with plans, specifications, and all other contract documents.

- Supervision of any subsurface explorations such as borings, soil tests, etc. to determine excavation conditions during the project.
 - Full construction inspection services including sufficient visits to the project site to determine that work is proceeding in accordance with the construction contract.
- Permit Acquisition Assistance
 - The Engineering proposal shall list anticipated project permits.
- Preparation of Construction Bid Documents
 - Engineer will assist in all facets of bid process, including advertisement
 - Engineer attendance at bid openings will be required
 - Agreement to review construction bidders' qualifications and conduct a tabulation of bids, and make a formal recommendation to the Town as to construction contract award.
- Construction Administration support
 - Submission of quarterly reports covering the general progress of the project and describing any problems or factors contributing to delay.
 - Recommendations as needed presented by factors in the construction process.

IV. Pre-bid Meeting

A mandatory pre-bid meeting will be held on **Monday, February 10, at 10am** at the Fairfax Town Offices at 12 Buck Hollow Road. This meeting will provide an overview of the anticipated work, and allow engineers the opportunity to examine the existing wastewater treatment facility, the determined path of the project, and the Runamok facility.

V. Preparation of Proposals

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.
- Addressed to Town of Fairfax.
- Submit 5 copies of proposal.

VI. Form of Proposal

Proposals must consist of the following information in the order indicated below:

- Cover letter stating interest in the project with signature of duly authorized principal.
- Technical qualifications relating to the desired engineering work.
- Experience with similar projects involving utility infrastructure.
- Experience of key staff personnel assigned to the project.
- Evidence of License in the State of Vermont.
- Cost of services breakdown in accordance with Section III. Scope of Work.

- Fee breakdown shall provide a compensation disbursement schedule based on specific project milestones (Preliminary design, final design, permitting, construction inspection)
- Compensation can not be based on the use of either the 'cost-plus-a-percentage-of-cost' or 'percentage of construction cost' model of compensation
- Fees will cover all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, design, and incidental costs
- Cost of services should be presented in a combination of 'Cost Not-to-Exceed' or 'Lump Sum' formats.

VII. Pre-Qualification & Provisions

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Vermont. Further:

- Bidder must be registered at SAM.gov and must not appear on the Excluded Parties List
- Engineer must have demonstrated prior experience in designing similar projects in accordance with applicable codes, standards, permits, rules and regulations.
- Bidder must provide Certification Regarding Lobbying, as required by Section 1352, Title 31, of the U.S. Code.
- Bidder must comply with federal contract provisions referred to in Appendix II to 2 CFR Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- Bidder agrees to be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector

VIII. Project Timeline

The anticipated start date of this project is March 2, 2020. Construction is anticipated to start in April of 2021 with an intended completion by July 2021. A timeline is proposed as follows:

| | |
|--------------------------------|-------------------|
| Engineer Selection | March 2, 2020 |
| Contract Execution | March 16, 2020 |
| Engineering Plans 60% | July 1, 2020 |
| Permit Application Submission | September 1, 2020 |
| Engineering Plans 90% | November 1, 2020 |
| Invitation to Bidders | January 15, 2021 |
| Open Bids/Select | February 15, 2021 |
| Execute Construction Agreement | March 1, 2021 |
| Contractor Mobilization | April 1, 2021 |
| Construction Duration | 90 Days |
| Final Inspection/Closeout | July 15, 2021 |
| Contractor Demobilization | July 15, 2021 |

IX. Proposal Evaluation Criteria

The Town of Fairfax will evaluate all proposals based on the following criteria. To ensure consideration for this RFP, proposals should be complete and include the following:

- **Overall Proposal Suitability:** Proposals must meet the scope and needs included herein and be presented in a clear and organized manner. (25 pts.)
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project. (25 pts.)
- **Value and Cost:** Bidders will be evaluated on the proposed cost of the work to be performed in accordance to the scope of this project. (25 pts.)
- **Technical Expertise and Experience** (25 pts.)

X. Submission of Proposals

Proposals submitted shall be sealed and original documents with an electronic copy submitted in PDF format to townmanager@fairfax-vt.gov. Each bidder must submit 5 copies of their proposal. Envelopes containing Proposals shall be labeled as such and must be presented so that they may be easily identified as containing a Proposal. Please include the project name and location, along with the name and address of bidder, and submit to:

**Town of Fairfax
Town Manager
12 Buck Hollow Road
Fairfax, VT 05454**

Completed Proposals will be accepted until February 21, 2020 4pm EST. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Proposals will be reviewed and evaluated between February 21, 2020 and March 2, 2020. The winning bid will be awarded on March 2, 2020. Contractor(s) whose bids were not selected will be notified at this time.

Questions regarding this RFP can be directed to Brad Docheff, Town Manager of Fairfax at townmanager@fairfax-vt.gov or (802) 849-6111 x16.

If additional information or consultation are needed from any Contractor, the Contractor will be notified by the Town.

Upon notification, the awarded Contractor will work with the Town to complete the contract negotiation and finalization process. Contract negotiations will be completed by March 16, 2020.